

## Checklist – Obtaining a Degree Change on an Indiana License

- Complete the entire Application for a Duplicate Indiana Educator License, [Form 46701](#).
- Attach a \$35.00 cashier's check or money order, made payable to the State of Indiana, to the application. **Applications with cash or personal checks will be returned. ALL FEES ARE NON-REFUNDABLE.**
- Answer Section E questions 1-3. Sign your name verifying that the information on the application is accurate.
- Attach a copy, front and back, of your license or a copy of your license information from the Indiana [Educator License Lookup](#)
- Submit an official transcript. Official transcripts must carry the seal and signature of the registrar and indicate the degree earned.

NOTE: Duplicate licenses are issued only when your valid license has been lost or needs to be altered. Duplicates will not be issued for expired licenses, or to provide additional copies of a license. If you hold more than one Indiana teaching license and require a duplicate of each one, you must submit a separate application and fee for each duplicate license you are requesting. Only one limited criminal history report is required in this case.

Mail the completed forms and materials to:

Office of Educator Licensing and Development  
151 W. Ohio Street  
Indianapolis, IN 46204-2798